Kent State University
Request for Banner Finance Access

<u>**Section 1 - To be completed by requesting department security administrator**</u>

(A) Employee Information

Employee Name _____ ___ Employee Org #_____ Campus phone_____

Department _____ Position/Title _____

Flashline User ID _____@kent.edu Banner ID _____

Status (check one): ☐ FT/PT on payroll, ☐ Temp on payroll, ☐ Temp - ext. agency, ☐ Student, ☐ Other

_____

(B) Access requirements

Request type (check one): ☐ Create User, ☐ Remove User, ☐ Replace Permissions

Access to (check all that apply): ☐ Test_____(instance)

Special instructions / other requirements _____

_____

(C) Authorizations

Dept Security Admin Name_____

Dept Security Admin Signature _____ Date _____

<u>**Section 2 - To be completed by data steward for Business and Finance**</u>

☐ BAN_FIN_1099_C

☐ BAN_FIN_ALUMNI_AP_C	☐ BAN_FIN_FINAID_FWS_C	☐ BAN_FIN_PLANT_C
☐ BAN_FIN_ALUMNI_DEPTUSERS_C	☐ BAN_FIN_FINAID_SCH_C	☐ BAN_FIN_PROC_MANAGER_C
☐ BAN_FIN_ALUMNI_STAFF_C	☐ BAN_FIN_FOUND_DEPTUSERS_C	☐ BAN_FIN_PROC_STAFF_C
☐ BAN_FIN_AP_MANAGER_C	☐ BAN_FIN_FOUNDATION_STAFF_C	
☐ BAN_FIN_AP_STAFF_C	☐ BAN_FIN_FWPJOBS_C	
☐ BAN_FIN_APFWP_C	☐ BAN_FIN_GRANTS_STAFF_C	☐ *SPREADSHEET BUDGETING*
☐ BAN_FIN_BUDGET_OFFICERS_C	☐ BAN_FIN_LEDGER_MANAGER_C	
☐ BAN_FIN_DEPT_USERS_C	☐ BAN_FIN_LEDGER_STAFF_C	
☐ BAN_FIN_CHKWRITOFF_C	☐ BAN_FIN_PARKING_C	

Data Steward Signature _____ Date _____

<u>**Section 3 - To be completed by Information Services**</u>

Completed by _____ Date _____

☐ Verify confidentiality agreement, ☐ Grant approved access, ☐ Notify dept security administrator, ☐ Notify data steward

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Kent State University
Request for Banner Finance Access - Instructions

When to use this form

The *Request for Banner Finance Access* form must be completed for any Banner Finance access creation or deletion, and any time a modification is required for an existing user's access rights in Banner Finance.

How to use this form

Section 1 of the form should be completed by the user's departmental security administrator, and then submitted to the Business and Finance security administrator using the instructions printed in the upper right-hand corner of the form.

When submitting a request for a user who does not currently have access to Banner Finance: Provide all information requested in Section 1, selecting "Create User" on the "Request Type" line.

When submitting a request to remove access for a user who already has access to Banner Finance: Provide all information requested in Section 1, selecting "Remove User" on the "Request Type" line.

When submitting a request to modify the rights granted to a user who already has access to Banner Finance: Provide all information requested in Section 1, selecting "Replace Permissions" on the "Request Type" line, and then describe the requested change on the "Special Instructions" line.

What to expect

Once the completed form is submitted, the Business and Finance security administrator will review the request and assign system rights to the user in Section 2. The form will then be submitted to the Information Services security administrator in Data Center Operations Production Support.   When all necessary approvals are collected, the request will be processed by the Information Services security administrator. To confirm completion of the request, an e-mail notification will be sent by the Information Services security administrator, addressed to the Finance security administrator, the requesting department's security administrator, and the end user.

Help with specific form elements

In Section 1, Part A:

Flashline User ID _____ @kent.edu   Assignment Dates _____
Status (check one): ☐ FT/PT on payroll, ☐ Temp on payroll, ☐ Temp - ext. agency, ☐ Student, ☐ Other _____

"Status" refers to the user's employment status at Kent State University. "Assignment Dates" refers to the beginning and end date of the user's employment. Both fields are required.

- FT/PT on payroll - indicates a full or part time employee paid out of the University payroll
- Temp on payroll - indicates a temporary employee paid out of the University payroll
- Temp - ext. agency - indicates a temp paid through an external agency instead of the University payroll
- Student - indicates a student employee
- Other - used to indicate any other type of arrangement such as an external consultant

In Section 1, Part B:

If the user has additional requirements that are not listed here, or are not obvious based on the listed department name and title, include these in the lines marked "Special instructions / other requirements".